

NOTICE OF VACANCY
March 5, 2021

POSITION: **Community Development Administrator**

DEPARTMENT: **Community Development**

SALARY RANGE: **M-5 \$54,163.20 - \$59,799.48**

HOURS: **Monday, Wednesday & Thursday 8:30am to 5:00pm**
 Tuesday 8:30am to 7:00pm
 Friday 8:30am to 2:00pm

Job Purpose: Works under the general supervision of the Director of Community and Economic Development and Community Development Coordinator. Work involves the performance of a wide range of supervisory and administrative duties in support of the Community Development Block Grant (CDBG) and HOME programs.

Major Responsibilities:

1. Operates federal funds electronic drawdown system in the U.S. Department of Housing and Urban Development (HUD) Integrated Disbursement Information System (IDIS).
2. Performs program activity set ups, funding, and budget changes. Interfaces with municipal automated accounting system (MUNIS), to include designing and establishing chart of accounts, implementing necessary budget transfers.
3. Manages & coordinates issuances of purchase orders, payments of invoices and supervises bookkeeping of payments. Processes invoices, drawdowns, purchase orders, and internal financial documents. Creates requisitions and logs them in the appropriate systems.
4. Develops, prepares, and maintains thorough computerization quarterly/annual municipal and grant budgets, purchase orders & bill warrants. Reconciles CDBG, HOME and other bank statements with Treasurer's and Accounting offices. Assists auditors & prepares financial statement & budgets.
5. Monitors CDBG and HOME programs for compliance and effectiveness, compiling statistics on various program projects. Responsible for the annual set of projects files (electronically & hard copy); and assists in fiscal year contract set-ups for sub-grantees.
6. Provides support to CD Coordinator and CED Director. Assists in the development & preparation of Annual Reports on the City, State & Federal levels (Ex: CAPER, Annual Action Plan, Consolidated Plan).

7. Supervises administrative assistant in conducting interviews with applicants to determine income and asset information as well as eligibility for program assistance. Verifies client information by reviewing tax returns, bank statements and other documentation. On the basis of verified information, certifies eligibility and maintains necessary documentation.
8. With Community Development Coordinator's oversight, prepares all necessary procurement documents: contracts, subcontracts, liens and agreements for execution and recording. Keeps detailed records on project progress. Monitors administrative components of rehab projects. Coordinates and schedules all inspections. Verifies that proper permits were pulled. Schedules contract signings.
9. Conducts Davis-Bacon reporting and field interviews. Maintains and updates vendor lists. Releases ads announcing department initiatives and invitations to contractors. Works with contractors and homeowners to identify and resolve any problems, which may arise.
10. Provides staff support including but not limited to preparing materials for board/committee meetings, processes and records applications, schedules meetings, locates records within archive area, maintains office equipment, assists with filing, creates and types standard letters.
11. Performs a range of office functions, including greeting and directing visitors and phone calls, providing program information to potential clients and contractors, processing mail, maintaining and preparing computerized files, reports/records, coordinates the issuance of purchase orders, and the processing of department invoices.
12. Under supervision of the CD Coordinator will assist on projects and programs as necessary. Required to attend night meetings or programs as necessary. May prepare and present information for Spanish and/or Portuguese speaking clients.

Job Qualifications: Bachelor's Degree in accounting, business administration, public administration, planning or related field. Three years professional experience in an office operation involving fiscal transactions and/or legal documents preparation. Five years of said professional experience may be substituted for the above education requirements. Three years of experience in supervising, work planning, training & evaluating staff.

Bilingual capacity – Portuguese or Spanish- a plus. Experience in automated data processing to include use of and proficiency with office or personal computers (Microsoft Office preferred) required. Must possess capacity to keep detailed records. Ability to work with limited day to day supervision and maintain confidential information. Excellent communication skills, both verbal & written and the ability to exercise tact and diplomacy are essential. Some evening work may be required.

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